

EVERY 15 MINUTES PROGRAM MINI-GRANTS

COSTS GENERALLY ELIGIBLE FOR REIMBURSEMENT

- Promotional items bearing the **standard** Every 15 Minutes “heartbeat” logo, **and** the following organizations **listed in precedence order** by name or logo:
 - California Highway Patrol
 - Office of Traffic Safety
- Items including the above logos such as, but not limited to; key chains, dog tags, rulers, pencils, balloons, banners, coffee cups, posters, bumper stickers, tee-shirts, sweatshirts, hats, stationery, and exhibits.
- Materials and supplies necessary to implement the Every 15 Minutes program, including but not limited to; film, video tapes, stamps, paper, printing, reproduction, **rental** of sound/audio/video equipment and materials required to produce items, such as videos, obituaries, headstones, and other related items.
- The cost for motivational speakers.
- If necessary, lodging costs at the prevailing state rate pertaining to the location of the retreat lodging, plus taxes, and transportation (buses or vans) for students and adult chaperones attending the overnight retreat.

Note: In order to be eligible for reimbursement, costs incurred and claimed must meet the following criteria:

- Be necessary and reasonable for proper implementation of the program.
- Not result in a profit or other increment to contracting agency.
- Be incurred after the effective date of the contract and on or before the contract termination date.

THE FOLLOWING COSTS ARE NOT ELIGIBLE FOR REIMBURSEMENT

- Food. Meals, coffee, bottled water, or any other beverages, candy, donuts, snacks, or any other food items (such as plates, utensils, or paper products).
- Entertainment. Costs of amusement, social activities, and any costs directly associated with such costs (such as tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities).
- Program Advertising. Costs of billboard space, radio/television air time, and newspaper/magazine advertisement (including articles/ads of appreciation to supporters of the program) for program-related messages and activities.
- Cost of overnight or courier mail service.
- Contributions and donations, including cash, property, and services to others, regardless of the recipient.
- Cost of fund raising, including financial campaigns, solicitation of gifts, and similar expenses incurred to raise capital (such as selling the E15M program video/DVD) or obtain contributions.
- Scholarships.
- Contest prizes, i.e.; cash and/or gift certificates.
- Salary and/or overtime, i.e.; substitute teacher(s).

Note: This program is a community based effort, encouraging members of the community to volunteer time, service, and resources for the common goal of educating teenagers.